

Maryland State Government Geographic Information Coordinating Committee

BYLAWS

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Article I - Name

The name of the Committee is the Maryland State Government Geographic Information Coordinating Committee, also referred to as MSGIC.

Article II - Mission

The Maryland State Government Geographic Information Coordinating Committee (MSGIC) is an organization of agencies established by the Governor's Office in recognition of the need to coordinate geographic information system (GIS) activities within Maryland state government. Its mission is to promote the coordinated development and efficient use of human and financial resources between and among state agencies involved in the collection and/or use of spatial data and GIS.

Article III - Goals

The following goals were established by MSGIC and affirmed during its strategic planning efforts.

1. Reduce costly duplication of GIS efforts with respect to data collection, data transfer and system implementation.
2. Support development of geographic data sets that are useful to multiple agency purposes, recognizing that individual state agencies may be responsible for developing and maintaining specific data sets.
3. Serve as a focal point for coordination of GIS activities among state agencies.
4. Develop guidelines for GIS implementation in the state and insure the preservation of permanently valuable GIS data.

Article IV - Membership

- A. Voting membership in MSGIC is open to each executive agency of Maryland state government. Each agency head (Secretary or Director) shall appoint one appropriate staff member to become a voting member and up to four alternates to serve on MSGIC. Although, no more than four alternates shall be appointed, additional staff may attend meetings. Changes in appointment shall be made in writing to the current Chair of MSGIC.
- B. Each agency represented on MSGIC has one vote. The voting member will cast the vote. However, if the voting member is absent, one alternate member may vote.
- C. Subcommittee membership is open to anyone that has an interest in working, in conjunction with subcommittee procedures, on issues that promote the goals of MSGIC.
- D. All voting and alternate members are encouraged to serve on a subcommittee.

Article V - Officers

- A. The Officers of MSGIC shall be elected from the official voting or alternate membership. They shall serve one-year terms beginning immediately after their appointment, coincident with the first quarterly meeting of the fiscal year in July. Officers shall include:
 - Chair
 - Chair-elect
 - Past Chair
 - Secretary
 1. **Chair:** The Chair shall preside over the affairs of MSGIC and shall perform all other duties incident to the office.
 2. **Chair-elect:** The Chair-elect shall assist with the affairs of MSGIC and shall perform all other duties incident to the office. The Chair-elect assumes the duties of the Chair in the absence of the Chair.
 3. **Past Chair:** The Past Chair shall advise the Chair and assist MSGIC as requested by the Chair.
 4. **Secretary:** The Secretary shall record and transcribe minutes of the quarterly meetings, maintain the records of MSGIC, and perform all other duties incident to the office.
- B. Unless a vacancy occurs, the officers shall serve for a one-year term. Officers shall be elected to the positions of Secretary and Chair-elect by a majority vote of the MSGIC voting membership. The vote shall be held at the first quarterly meeting of the fiscal year in July. In the following year, the Chair-elect shall succeed the Chair, and the Chair shall become the Past Chair. If the Chair steps down during his or her term, the Chair-elect shall assume the duties of the Chair and the position of Chair-elect shall remain vacant until the next election. If the Secretary steps down during his or her term, the Executive Committee shall appoint a Secretary to serve the remainder of the term. If the Chair-elect cannot succeed the Chair, then a Chair shall be elected to fill the vacancy in the same manner as the other officers. If the Past Chair is unable to serve, that position shall remain vacant.

Article VI - Subcommittees

- A. Committees of MSGIC shall include, but not be limited to, the following:

- Executive Committee
- Database and Resource Development Subcommittee
- Technical Assistance, Uses, and Applications Subcommittee
- Marketing and Education Subcommittee
- Standards Subcommittee

1. **Executive Committee:** The Executive Committee shall include the Officers of MSGIC and the Chair of each of the subcommittees. The Executive Committee shall discuss and address coordination issues between the subcommittees and serve as an interface between MSGIC and all external entities.
2. **Database and Resource Development Subcommittee:** The Database and Resource Development Subcommittee shall oversee the progress and development of the MSGIC-endorsed digital base maps and prioritize thematic map layer production. This group shall develop continued commitment and ongoing support for database development initiatives and explore grants and partnerships with external entities.
3. **Technical Assistance, Uses and Applications Subcommittee:** The Technical Assistance, Uses and Applications Subcommittee shall coordinate and provide technical assistance to users in the development of GIS resources within state agencies. This group shall also conduct a user requirements analysis, assist with coordination and development of applications, and encourage the active preservation of data deemed permanently valuable.
4. **Marketing and Education Subcommittee:** The Marketing and Education Subcommittee shall create a Resource Guide, develop product marketing strategies, promote the development of GIS staff through training and other information development activities, and coordinate GIS demonstrations on behalf of MSGIC.
5. **Standards Subcommittee:** The Standards Subcommittee shall oversee the formulation and implementation of GIS-related standards and guidelines within Maryland state government.

- B. **Additional Subcommittees** - MSGIC may establish additional subcommittees, temporary or permanent, to support its work. The subcommittees may establish working groups that meet to discuss particular subjects of interest.
- C. **Subcommittee Priorities** - Each subcommittee shall establish and maintain a prioritized list of items for discussion and resolution. If any member of MSGIC believes that an issue has not obtained an appropriate ranking, that member shall first address the matter with the appropriate subcommittee chair. If not satisfied with the response from the appropriate subcommittee chair, the member may then contact the MSGIC Chair for discussion and resolution in the Executive Committee. Discussion and resolution by the Executive Committee shall be the final method of addressing such issues. The Executive Committee shall contact the member raising the issue and inform him or her of the discussion and resolution.

Article VII - Selection of Subcommittee Chairs

- A. Subcommittee Chairs shall be a properly appointed voting or alternate member of MSGIC selected by a majority vote of subcommittee members present. The vote shall be held at the first subcommittee meeting of the fiscal year in July. The selection is subject to final approval at the next quarterly meeting of the full committee.
- B. Subcommittee Chairs shall serve for a term of one year. A Subcommittee Chair may be reelected. If a Subcommittee Chair steps down during his or her term, a new Subcommittee Chair shall be elected by

the subcommittee to serve the remainder of the term. The selection is subject to final approval from the full committee at the next quarterly meeting.

Article VIII - Meetings

A. Full Committee

1. The full MSGIC Committee shall meet on the second Wednesday of each quarter (January, April, July, October), unless a conflict arises with holiday schedules or other significant events. The quarterly meeting will begin at approximately 1:00 p.m. and last until the agenda items are discussed. The exact schedule and suggested locations will be established by the new Chair at the first quarterly meeting of the fiscal year in July.
2. Special meetings may be called at the request of the Chair or the majority of the membership of MSGIC.
3. The MSGIC Chair or Secretary shall notify all members of the time and location of quarterly meetings at least seven days in advance of each meeting.

B. Subcommittees

1. Subcommittees, except the Executive Committee, shall meet on the second Wednesday of each month, or as agreed to by the members of the individual subcommittees. Subcommittee meetings will begin at approximately 9:00 and last until the agenda items are discussed. The exact schedule and suggested locations will be established by the Subcommittee Chair.
2. The Subcommittee Chair shall notify all subcommittee members of the time and location of meetings at least three working days in advance of each subcommittee meeting.
3. The Executive Committee shall meet as requested by the MSGIC Chair.

C. **Rules** - No formal rules of order shall be adopted by the Committee or Subcommittees to regulate the proceedings of the various meetings. The Committee and Subcommittee Chairs shall direct proceedings in a fair and equitable manner.

D. **Attendance** - All MSGIC meetings (full Committee, subcommittees, and Executive Committee) are open and provide for attendance by anyone from the public.

Article IX - Amendments

- A. These Bylaws and any amendments thereto providing for the governance of MSGIC may be adopted, altered, or repealed at a full-committee meeting by affirmative vote of a majority of the voting members of MSGIC present at the particular meeting when the vote is taken.
- B. Written notice of proposed changes shall be provided to the membership by the Chair or Secretary at least seven days prior to the date of the quarterly meeting.

Article X - Implementation of Standards, Policies, Guidelines and Recommendations

- A. Recommended MSGIC standards, policies, guidelines, and recommendations shall be discussed and drafted by the appropriate subcommittee. The Executive Committee shall review draft standards, policies, guidelines, and recommendations; and either (1) remand them back to the subcommittee with specific comments for further review and consideration, or (2) recommend that they be forwarded to the full Committee for review and approval. Members of the full Committee shall have a

minimum of 30 calendar days to review draft documents that will be put before the Committee for a vote.

- B. Suggested changes to standards, policies, guidelines, and recommendations should be made to the appropriate subcommittee chair prior to the quarterly meeting. However, to finalize action on an item, changes may be suggested, drafted, read, and voted on during the quarterly meeting.
- C. Each MSGIC member is responsible for evaluating the impact of suggested MSGIC standards, policies, guidelines, and recommendations on his or her agency. To the extent possible, all MSGIC standards, policies, guidelines, and recommendations shall be voluntarily implemented by member agencies.
- D. Certain standards, policies, guidelines, and recommendations that are fundamental to the efficient creation and use of spatial data will be forwarded to the Office of Information Technology at the Department of Budget and Fiscal Planning. This Office shall evaluate the utility and impact of MSGIC standards, policies, guidelines, and recommendations and shall require their use, if appropriate, through existing policy statement procedures.

Article XI - Records Retention

- A. The Secretary of MSGIC shall maintain a file of all subcommittee and Committee records and publications, whether in electronic or other form, produced by MSGIC during his or her year as an elected officer. That file shall be forwarded to the next elected Secretary during the first quarterly meeting of the fiscal year in July.
- B. The Secretary shall periodically deposit permanent MSGIC records and publications, whether in electronic or other form, with the State Archives in accordance with the Code of Maryland Regulations (COMAR Subtitle 18: 14.18.02 Records Retention and Disposition Schedules; COMAR Subtitle 18: 14.18.04 Electronic Records; and the Annotated Code of Maryland State Government Article Subtitle 10).
- C. The Secretary shall forward copies of final MSGIC approved publications to the State library system in accordance with the appropriate provisions of state government law and regulation.
- D. The Secretary shall assign publication numbers to MSGIC publications. The publication number shall include the acronym MSGIC, a non-repeating sequential number, and the month and year of publication.
- E. Subcommittee Chairs shall promptly forward copies, whether in electronic or other form, of records and publications to the Secretary for retention in his or her file.

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